

City Hall  
80 Broad Street  
April 11, 2017  
4:30 p.m.

**COMMITTEE ON WAYS AND MEANS**

1. Invocation – Chairman Moody
2. Approval of Minutes:
  - a.) March 28, 2017
3. Bids and Purchases
4. Police Department: Approval to accept the FY16 Special Solicitation VOCA grant award for a Victim Resource Coordinator salary, supplies, training, and two vehicles for \$61,663. A cash match of \$15,415 will derive from the 2017 CPD General Fund.
5. The Committee on Real Estate: (Meeting was held April 11, 2017 at 4:00 p.m. at City Hall, First Floor Conference Room, 80 Broad Street)
  - a. Request authorization of the Mayor to execute the attached Quit-Claim Deed (535 King Street; Collins Court Common Alley) [Ordinance]

The property is owned by the City of Charleston. David Abdo is the member of New Sky, LLC.
  - b. Request authorization of the Mayor to execute the attached Quit-Claim Deed (TMS: 458-05-03-108; Northeast corner of State and Cumberland Streets) [Ordinance]

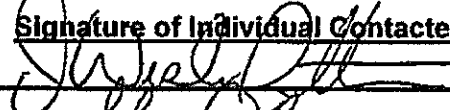
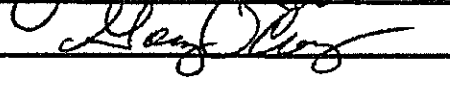
The property is owned by the City of Charleston. Shareholders of East Bay Company, LTD are the William E. Murray Revocable Trust and Catherine Murray Smith.
  - c. Consider the following annexations:
    - i. 2413 Spring Garden Street (TMS# 309-14-00-039) 0.29 acre, West Ashley (District 7). The property is owned by Joyce H. Murray.
    - ii. Vacant property on Brownswood Road (TMS# 280-00-00-054) 0.13 acre, Johns Island (District 5). The property is owned by Phillip Simmons.
    - iii. 822 Playground Road (TMS# 418-05-00-302) 0.23 acre, West Ashley (District 7). The property is owned by Harriett S. Pinckney.

# COMMITTEE / COUNCIL AGENDA

3a.)

TO: John J. Tecklenburg, Mayor  
FROM: Wes Ratterree DEPT. Information Technology  
SUBJECT: CLOUD STORAGE SERVICE FOR POLICE VIDEO CAMERA DATA  
REQUEST: APPROVAL OF MICROSOFT CLOUD STORAGE SERVICE WITH WH PLATTS, THE SOLE SOURCE VENDOR, TO PROVIDE APPROPRIATE VIDEO STORAGE AND ARCHIVING FOR THE POLICE DEPARTMENT'S BODY-WORN AND VEHICLE VIDEO SYSTEMS.  
COMMITTEE OF COUNCIL: Ways & Means DATE: April 11, 2017

**COORDINATION:** This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted	Attachment
Information Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**FUNDING:** Was funding previously approved? Yes ☒ No ☐ N/A ☐

If yes, provide the following: Dept./Div.: IT Account #: 235000-52206

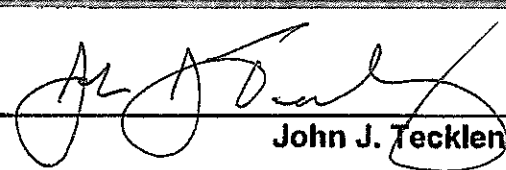
Balance in Account \$893,372.38 Amount needed for this item \$279,279.00 

**Does this document need to be recorded at the RMC's Office?** Yes ☐ No ☒

**NOTES:** To be billed monthly by IRSA Video to the City of Charleston at \$23,400.00 per month for 11-month period, then will be renewed annually for 12-month periods.

CFO's Signature: 

**FISCAL IMPACT:**

Mayor's Signature:   
John J. Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE:** A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.

## SOLE SOURCE JUSTIFICATION FORM

**DEPARTMENT:** Information Technology

**PRODUCT:** Police Video Storage Annual Maintenance and Support

**REQUISITION NUMBER:** PR171814

**VENDOR:** Techventures LLC dba WH Platts Company

**DATE:** March 23, 2017

1. Please state the use for this/these product(s).

Annual cloud hosting fee, including maintenance and support, for storage and archiving of Police body-cam and in-car video.

2. Can the above product(s) be purchased from more than one distributor? If so, please list their company name and telephone number.

No. Techventures is the parent company for WH Platts/IRSA and is the vendor previously selected by the City for purchasing, implementing and supporting Police video systems.

3. Please explain in detail why this product is considered a sole source. (i.e. accessories, replacement parts, disposable supplies, compatibility with existing equipment, or a change in this product would invalidate results of research). Please estimate completion date of research.

Techventures/WH Platts/IRSA Video is the company previously selected by the City for purchasing, implementing and supporting Police body-cam and in-car video systems. All related video data is processed through the City's network infrastructure and into the IRSA cloud storage resource contracted through Microsoft and is the only option for storage using their systems.

4. Have you evaluated comparable products within the last two years?

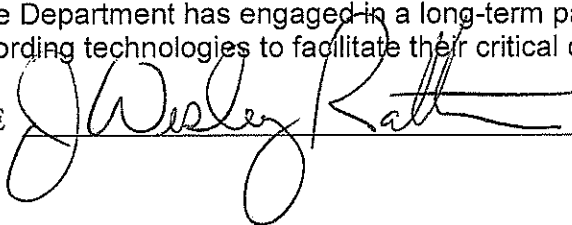
\_\_\_ YES or NO  X

If yes, please state the complete results of the evaluation.

If no, do you wish to evaluate this product? Explain why this item is the only acceptable product, on the market, for your utilization at this time.

The Police Department has engaged in a long-term partnership with IRSA for related video and audio recording technologies to facilitate their critical operations.

SIGNATURE



TITLE

CIO

# Invoice

THE W.H. PLATTS COMPANY  
A DIVISION OF TECHVENTURES, LLC  
6543-A FAIN STREET  
N. CHARLESTON, SC 29406-4909  
PHONE (843) 553-1131 FAX (843) 553-1151  
www.whplatts.com

REMIT PAYMENTS TO:  
THE WH PLATTS COMPANY  
PO BOX 745097  
ATLANTA, GA 30374-5097

Invoice No 53641 Page 1  
Invoice date 2/28/2017

B-11 To:

CITY OF CHARLESTON  
ACCTS PAYABLE  
CHARLESTON, SC 29401

Ship To:

CITY OF CHARLESTON  
POLICE DEPT  
LOCKWOOD BLVD  
CHARLESTON, SC 29401

Order number	Sales order date	Account number	Loc	Account manager	PO number	Job No	Ship via	PPD/COL	Item No.	Quantity ordered	Qty Shipped/Returned	Item price	UOM	Extended Total
Description									Description		Quantity on back order	Discount %		Total price
41145	2/28/2017	53	2	201 Bob Simons	<del>PLATTZ</del>		Best Way		OUA04X	360.00	360.00	\$65.00	EA	\$23,400.00
CLOUD UNLIMITD, SW MAINTENANCE														
VERETOS MONTHLY PLAN 4														
*** FEBRUARY 2017 ***														

6001406

RECEIVED  
MAR 04 2017  
ACCOUNTS PAYABLE

NO E-PAY

## Comments:

Thank you for your business!  
Invoices balanced past 30  
days are subject to a 1.5%  
finance charge.

Payment terms: Net 30 days

Sales amount:	\$23,400.00
Miscellaneous amount:	\$0.00
Freight:	\$0.00
Sales tax:	\$1,989.00
Subtotal:	\$25,389.00
Amount Received:	\$0.00
Total amount due:	\$25,389.00

**COMMITTEE / COUNCIL AGENDA**

TO: John J. Tecklenburg, Mayor  
 FROM: Chief Gregory Mullen DEPT. Police Department  
 SUBJECT: 2017 FORD FUSIONS  
 REQUEST: Approval to purchase nineteen (19) each 2017 Ford Fusion  
 Vehicles from Performance Automotive Group, 605 Warsaw Rd.,  
 Clinton, NC 28328. Solicitation #17-B007R

COMMITTEE OF COUNCIL: Ways & Means DATE: April 11, 2017

**COORDINATION:** This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted	Attachment
Corporate Counsel	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Cap. Proj. Cmte. Chair	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Police Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deputy Chief Mullen	<input type="checkbox"/>
Procurement Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gregory Mullen	<input type="checkbox"/>

**FUNDING:** Was funding previously approved? Yes ☐ No ☐ N/A ☐

If yes, provide the following: Dept./Div.: 062017 Account #: 58010

Balance in Account \$353,590 Amount needed for this item \$353,590.00

**Does this document need to be recorded at the RMC's Office?** Yes ☐ No ☐

**NEED:** Identify any critical time constraint(s).

CFO's Signature: Jimmy Wharton

**FISCAL IMPACT:** 2017 Lease Purchase Funds

Mayor's Signature: John J. Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE:** A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.

**CITY OF CHARLESTON**  
Charleston, South Carolina

**Police Department**

DATE: **MARCH 15, 2017**

**SOL.# 17-B007R**

**BUYER: ROBIN B. ROBINSON**

## 2017 FORD FUSIONS

	<i>BIDDER</i>	<i>BIDDER</i>	<i>BIDDER</i>	<i>BIDDER</i>
COMPANY NAME	Benson Ford	Performance Automotive Group		
COMPANY REPRESENTATIVE	Pete Dawley	Amy Hill		
PHONE NUMBER	864-855-5383	910-592-5337		
MINORITY	No	No		

QTY	DESCRIPTION	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
	2017 Ford Fusions	18,260.00		18,160.00					
	Delivery Fee	0.00		150.00					
	SUB-TOTAL	18,260.00		18,310.00					
	SC State Tax	300.00		300.00					
	TOTAL	Non-	Responsive	\$18,610.00					

COMMENTS:

**COMMENTS:**

**BUYER:**

WITNESS:

*[Signature]*

Charlotte S. Angleton

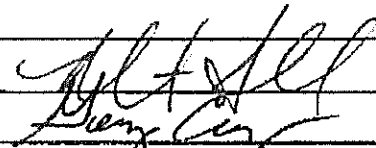
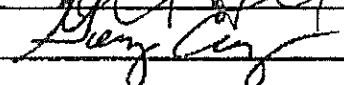
3c.)

## COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor  
FROM: Robert Somerville DEPT. Traffic & Transportation  
SUBJECT: TRAFFIC CONTROL CABINETS  
REQUEST: Approval to purchase Traffic Control Cabinets from Temple, Inc., PO Box 2066,  
Decatur, AL 35602-2066.  
Emergency Justification

COMMITTEE OF COUNCIL: Ways & Means DATE: April 11, 2017

**COORDINATION:** This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted	Attachment
Corporate Counsel	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Cap. Proj. Cmte. Chair	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Traffic & Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Procurement Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**FUNDING:** Was funding previously approved? Yes ☐ No ☐ N/A ☐

If yes, provide the following: Dept./Div.: 957000 Account #: 52022

Balance in Account \*                      Amount needed for this item \$42,188.06

**Does this document need to be recorded at the RMC's Office?** Yes ☐ No ☐

**NEED:** Identify any critical time constraint(s).

This is an after the fact approval due to damage to existing cabinets from Hurricane Matthew.

CFO's Signature: Amy Wharton

**FISCAL IMPACT:**  
\* will apply for reimbursement from FEMA.

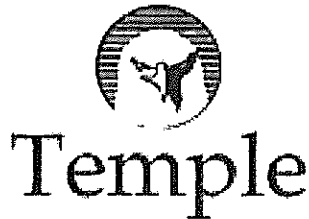
Mayor's Signature: John J. Tecklenburg  
John J. Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE:** A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.

\*\*\*HISTORICAL INVOICE\*\*\*

Temple, Inc.  
PO Box 2066  
Decatur AL 35602-2066

PH: 800-633-3221 FX: 256-353-3351



Invoice	INV0159160
Date	12/22/2016
Page	1

	Billing
Job#	
City/County	Charleston, SC
Project#	
	Billing

Bill To:

City of Charleston  
Accounts Payable  
PO Box 853  
Charleston SC 29402-0304

Ship To:

City of Charleston  
T&T Signals Shop  
1906 Meeting Street  
Charleston SC 29405

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
P144180	SC1234		AVERITT EXPRESS	Net 30 Days	12/20/2016	162,688
Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext. Price
1	1	0	ITEM #1	332 Cabinet, No Controller SCDOT SPEC	\$8,008.00	\$8,008.00
5	5	0	ITEM #2	336 Cabinet, No Controller SCDOT Spec	\$6,175.00	\$30,875.00

123625CB Bill  
Ship 123625C.01-C.06

Subtotal	\$38,883.00
Misc	\$0.00
Tax	\$3,305.06
Freight	\$0.00
Trade Discount	\$0.00
Total	\$42,188.06

\*\*\*HISTORICAL INVOICE\*\*\*



## EMERGENCY PURCHASE JUSTIFICATION FORM

**DEPARTMENT:** Traffic and Transportation

**PRODUCT:** Traffic Cabinets

**VENDOR:** Temple Inc.

**DATE:** November 18, 2016

**1. Describe in detail the Emergency and impact to City operations.**

Due to Hurricane Matthew, traffic cabinets at 6 signalized intersections were damaged causing no signal indications and unsafe conditions for vehicle travel for the motoring traffic. The impact of the damaged traffic cabinets would be the operation of signalized intersections and the need for the traffic cabinets to be replaced.

**2. Describe in detail the item affected and what corrective action needed.**

The item affected would be the operation of signalized intersections. Without a traffic cabinet a signalized intersection will not be able to operate or control traffic.

**3. What is the estimated cost and time to effect repair/replacement.**

The estimate for the replacement of the damage traffic cabinets will be \$42,188.05. The damaged fiber optic cable will need to be repaired immediately.

Requester Signature

*Kary L. Mitchell*

Title

*Signal Systems Manager*

Approver Signature

Title

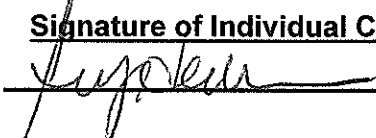
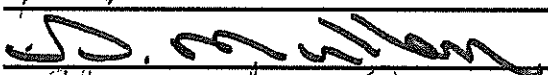

# COMMITTEE / COUNCIL AGENDA

4.)

TO: John J. Tecklenburg, Mayor  
FROM: Amy K. Wharton DEPT. BFRRC  
SUBJECT: POLICE DEPARTMENT - SC DEPARTMENT OF PUBLIC SAFETY  
REQUEST: To accept the FY16 Special Solicitation VOCA grant award  
For a Victim Resource Coordinator salary, supplies, training,  
And two vehicles for \$61,663.

COMMITTEE OF COUNCIL: W&M DATE: April 11, 2017

**COORDINATION:** This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted	Attachment
Corporate Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Cap. Proj. Cmte. Chair	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Chief of Police	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Grant's Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**FUNDING:** Was funding previously approved? Yes ☐ No ☐ N/A ☐

If yes, provide the following: Dept./Div.: 200000 Account #: 58015

Balance in Account \_\_\_\_\_ Amount needed for this item \_\_\_\_\_

**Does this document need to be recorded at the RMC's Office?** Yes ☐ No ☒

**NEED:** Identify any critical time constraint(s).

CFO's Signature: 

**FISCAL IMPACT:**

A cash match of \$15,415 will derive from the 2017 CPD General Fund.

Mayor's Signature:   
John J. Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE:** A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.



## South Carolina Department of Public Safety

Office of Highway Safety and Justice Programs

April 1, 2017

The Honorable John J. Tecklenburg  
Mayor  
City of Charleston  
80 Broad Street  
Charleston, South Carolina 29401-2901

RE: Victims of Crime Act Program Grant No. 1V16058  
Victim Services

Dear Mayor Tecklenburg:

I am pleased to provide you with a grant award approved by this office in the amount of \$61,663 for the above-referenced grant project. In order to complete the contract for this award, it is necessary that the Official Authorized to Sign the application return the original grant award with an original signature in blue ink within 30 days from the date of this award. The signed original should be sent to:

Ms. Daphne B. Shook, Senior Accountant  
S.C. Department of Public Safety, Accounting-Grants  
Post Office Box 1993, Building D, Floor 1  
Blythewood, South Carolina 29016-1993

Copies of the grant *Request for Financial Payment/Quarterly Fiscal Report Forms* can be found on our website at [www.scdps.gov/ohsjp/oag.asp](http://www.scdps.gov/ohsjp/oag.asp). Financial reports should be submitted no more frequently than once per month and no less frequently than once per quarter. Programmatic Progress Reports are due once per quarter using the Office on Victims of Crime reporting tool found at [www.ovcpmt.org](http://www.ovcpmt.org). Congratulations on your award.

**Please note that Grant Terms and Conditions will be changing due to the advent of the federal Omnibus Super Circular. To that end, please review carefully Special Condition No. 1 in your grant award packet outlining how your agency will need to deal with this issue.**

If you have any questions please contact Barbara Jean Nelson at 803-896-8712.

Sincerely,

Phil Riley  
Director

PR:vfc

Enclosures

c: Ms. Catrice Small  
VOCA Official File

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS  
POST OFFICE BOX 1993  
BLYTHEWOOD, SOUTH CAROLINA 29016

**GRANT AWARD**

Subgrantee: City of Charleston

Grant Title: Victim Services

Grant Period: 4/1/2017 - 9/30/2017

Date of Award: April 1, 2017

Amount of Award: \$61,663

Grant No.: 1V16058

In accordance with the provisions of the Victims of Crime Act of 1984, 42 U.S.C. 10601, et seq., CFDA No. 16.575, and on the basis of the application submitted, the South Carolina Department of Public Safety hereby awards to the foregoing Subgrantee a grant in the federal amount shown above, for the projects specified in the application and within the purposes and categories authorized for Victims of Crime Act grants.

This grant is subject to the terms and conditions set forth in the application and to the special conditions attached to the grant award. By accepting this grant award the subgrantee certifies that the federal and state conditions are fully understood by the subgrantee and will be complied with, including the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition. The VOCA Program Guidelines may be downloaded at [www.ojp.usdoj.gov/ovc/scad/guides/vaguide.htm](http://www.ojp.usdoj.gov/ovc/scad/guides/vaguide.htm). The OJP Financial Guide may be downloaded at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

Payment of Funds: Grant funds will be disbursed to subgrantees (according to the project budget) upon receipt of evidence that funds have been invoiced and products received or that funds have been expended; i.e., invoices, contracts, itemized expenses, etc. A copy of the Budget Detail Page of the grant application has been attached for the subgrantee's use in completing the request for payment forms.


The grant shall become effective, as of the date of award, upon return to Accounting - Grants of an originally signed copy of this form signed by the Official Authorized to Sign in the space provided below, in blue ink. This award must be accepted within ten (10) days from the date above, and such bi-annual and other reports required by the South Carolina Department of Public Safety must be submitted to Accounting - Grants in accordance with regulations.

**ACCEPTANCE FOR THE SUBGRANTEE**

**ACCEPTANCE FOR THE SFA**

\_\_\_\_\_  
Signature of Official Authorized to Sign

John Tecklenburg

  
\_\_\_\_\_  
Phil Riley, Director

Office of Highway Safety and Justice  
Programs

GRANT AWARD DATA: THIS AWARD IS SUBJECT TO SPECIAL CONDITIONS ATTACHED  
AND THE TERMS AND CONDITIONS CONTAINED IN THE APPLICATION PAGES.

**SUBGRANTEE:** Charleston Police Department  
**GRANT TITLE:** Victim Services  
**GRANT NO:** 1V16058  
**AWARD DATE:** April 1, 2017

**ALL SPECIAL CONDITIONS MUST BE COMPLETED OR ACKNOWLEDGED IN WRITING AND APPROVED WITHIN THIRTY (30) DAYS OF THE PROJECT START DATE AND PRIOR TO ANY COMMITMENT, OBLIGATION, OR DISBURSEMENT OF FUNDS UNLESS SUBGRANTEE RECEIVES PRIOR APPROVAL OF THE OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS.**

1. Please be advised that your agency will be receiving updated Grant Terms and Conditions, based on the federal Omnibus Super Circular 2 CFR 200, in the near future. The enactment of these updates reflects federal requirements but should not change the scope, activity, or reimbursement schedules for your grant project(s). When you receive the updates, the officials (Project Director, Chief Financial Officer, and Official Authorized to Sign) who signed the original grant application(s) for your project(s) will be required to read and agree to the provisions outlined in the updated Grant Terms and Conditions by signing a Certification Document provided by the OHSJP. A copy of the original signed Certification Document must be returned to the Office of Highway Safety and Justice Programs. Instructions for the return of the Certification Document will be included in the revised Grant Terms and Conditions packet that you will be receiving.
2. All requested documents/revisions/submissions responding to Special Conditions, including original pages 27 and 28 of the application that list the Project Director, the Financial Officer, and the Official Authorized to Sign with original signatures in blue ink should be executed and returned to the Program Coordinator listed in these Special Conditions as the OHSJP Program Coordinator contact. The signature pages for the Project Director, the Financial Officer, and the Official Authorized to Sign are found at the end of the original application on GMIS, and must be completed and submitted within 30 days from the date of the award. In the case of a city/county/state entity, the person designated as the Official Authorized to Sign must be a designated official or head for the entity applying for the funds. Should any of the listed roles/persons on the signature pages change at any time during the life of the project, the agency will need to change the information on the affected pages in GMIS, print a hard copy, obtain new signatures in blue ink, and submit to Accounting-Grants within ten (10) days of the event change. Be advised that the predominance of information, notifications, approvals, denials, and requests will be sent via email using the address listed for the Project Director. Notify the OHSJP Program Coordinator assigned to your project if any of the email addresses change from the initial application. Notifications normally will be sent to the owner of the application, the Project Director, and/or the Official Authorized to Sign.
3. The amount of the award has changed from the original application amount. Please log-in to the SCDPS-OHSJP Grants Management Information System (GMIS) and create a revision to the initial application using the award amount listed in the grant award packet, or in Special Conditions. To log-in to the system, please go to <https://www.schponline.com/gms/ito/Logon.asp>. If other pages are affected, please list affected pages on the revision. Changing the Grantor amount will also change the Match amount. Reduce the Grantor Amount to \$61,663, and the Match Amount to \$15,415. Revise and resubmit corrected grant budget pages 1-6 via GMIS. For further instructions, assistance, or guidance, please contact the Accounting-Grants Coordinator listed on the cover letter in your grant award packet.
4. All personnel funded under this grant must be identified by name, date of hire, total hours worked per week for the agency, and total hours worked per week on this grant's activities, each year, regardless of length of service or length of project using the Hire/Terminate Form included in the Request for Payment

(RFP) Form available on <http://www.scdps.gov/ohsjp/oag.asp> Any changes in grant personnel, reassignments, terminations, or a change in the number of hours worked on this grant's activities must be reported by the subgrantee agency in writing, along with revised organizational charts reflecting the personnel changes, and all signed staff-related forms to Accounting - Grants within ten (10) days of the change. Pertinent forms are listed in numbers 8,12,15, and 19 of this document.

5. Submit a copy of the agency's travel regulations showing established rates for mileage and per diem (meals) reimbursement in one or both of the following forms: a) the part of the agency's policy and procedures manual in which travel regulations are included; b) the Board's or Council's minutes setting travel rates. All lodging expenses must adhere to the approved and allowed GSA rate for area and season. Refer to <http://www.gsa.gov/portal/content/104877> for most current information.
6. Submit a current copy of the lease agreement and allotment of square footage being requested for dedicated office space. Approval of the amount requested in the grant application for office rent is not final until the lease agreement has been submitted and approved by Accounting-Grants.
7. Submit a copy of each consultant's resume and contract to be entered into to Accounting - Grants for review and approval prior to execution. Please ensure that your agency uses the contract provided by the Accounting - Grants Department. This is the standard format that must be used, and no changes can be made to the actual form. Submit a copy of each executed consultant contract to Accounting - Grants. For any questions on bid procedures or contracts, please contact Accounting-Grants for further instruction.
8. Please provide a copy of your agency's Vehicle Use Policy. VOCA-funded vehicles must be a minivan, and may not have any specialized equipment that would allow it to be used for any unallowable purpose, such as evidence collection, personal vehicle use, or investigations. The vehicle must be used only for its grant-approved purpose for the life of the vehicle (five [5] years or 150,000 miles) following the project description in the application to provide direct services to victims of crime. Unauthorized use of the vehicle could result in forfeiture of the vehicle and/or full repayment of the original amount of the award to the OHSJP. Use of the vehicle is to be recorded using the SCDPS-OHSJP mileage sheets or a comparable instrument clearly showing by trip the beginning odometer reading, the ending odometer reading, the driver's name, the date, and the purpose of the trip. These logs must be submitted as part of any monthly or quarterly reimbursement request during the grant project duration, and the logs will continue to be submitted to Accounting-Grants for review on a quarterly basis for the full amount of time the vehicle is in service. Disposal of the vehicle in any manner must have prior approval of the OHSJP. For an equipment-only grant project, mileage logs must be submitted quarterly, regardless of the request for reimbursement, and a total log of usage should be included as part of the final progress report narrative. Submission of mileage may be in electronic format.
9. All grant-funded personnel, and the Project Director, shall view the civil rights training presentation located at [www.scdps.gov/ohsjp](http://www.scdps.gov/ohsjp) within 30 days of the date of the award. After completing the presentation, each viewer must sign a document (sample provided on the OHSJP webpage) stating that the agency, as a whole, has read, understood, and will comply with all items mentioned in the presentation, and that the agency, as a whole, understands that compliance is mandatory agency-wide if the agency receives any federal funds whatsoever. Submit the original signed document as part of the response to special conditions, and retain a copy for your files.
10. Plan, draft, execute, and submit a Memorandum of Agreement with all agencies listed in the Interagency Coordination Section on Page 8 of the application. This MOA may be written to span more than one grant project period, up to 36 months. Should your agency choose the 36-month option, the following conditions will apply: If there have been no substantial changes to scope of work, agencies included, or agency heads, then submit a letter on agency letterhead to that effect. If there have been substantial changes, a new MOA must be executed and submitted within 60 days of the date of award. Sample documents are available online.

11. Submit your agency's IRS certification of 501(c)3 status.
12. Submit an original signed statement on agency letterhead, signed by the President or Chair of the Board of Directors in blue ink, which clearly outlines approval of the grant application submission and the intent to support the endeavors of the project to the fullest extent.
13. Submit an organizational chart for your agency with the following information either included in the chart itself or as a document that cross-references the chart: Position title to match grant award designation, full name of funded person in the position (if this is a new position or it is vacant, mark as such), the amount of actual salary paid to that person, and which funding sources (VOCA, SVAP, VAWA, FVPSA, United Way, or other specific sources) are used to supply funding for each individual staff member. Executive Directors of non-profit agencies providing direct services may be exempt if no federal funds are used to support their salary. Please indicate this on the organizational chart or support document.
14. Submit a job description for grant-funded staff.
15. Submit a volunteer job description. This is a requirement for all VOCA and SVAP grants, and a requirement for all victim services grants if the project uses in-kind volunteer match.
16. All staff and volunteers funded under or critical to the success of this project must read the grant application, especially pages 12-14 and 16 of the application, and sign a document that states they have read, understood, and will comply with the goals and scope of the project. Submit a copy of said document along with the response to special conditions.
17. If any of the persons signing on pages 27 or 28 checked "yes" in the box on the signature pages that indicates the person(s) are bonded, submit a copy of the most recent declarations page of your agency's insurance policy that shows professional liability insurance (PLI), also called professional indemnity insurance (PII), but more commonly known as errors & omissions (E&O) insurance.
18. Final grant revisions are requested to be submitted by July 31. Revisions submitted after this date must have thorough justification as to why the revision is needed for the success of the project. Revisions must be completed online via GMIS. Every change made to the original application, or subsequent revisions, is considered a revision and will require you to create a revision, and justify the revision. Should you need assistance, please contact your program staff.
19. The subgrantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by the SFA. Failure to comply could result in a hold being placed on the grant and/or repayment to the subgrantee of the cost deemed unallowable. Reports and other required documentation must be submitted in a timely fashion to ensure no holds are placed.
20. All Requests For Payment (RFP) with personnel either funded or used as match must include timesheets for grant-funded or match personnel. Payment will not be processed without submission of timesheets. The timesheets, available as part of the RFP packet, must include the time period requested for reimbursement. Personnel partially funded under this grant must keep daily time and activity sheets. These time sheets must show the amount of time spent on each activity. These records must be available for review when a monitoring visit is made by the State Funding Agency staff. For proper documentation, please refer to the Accounting-Grants RFP Workshop recording.
21. The grantee agrees that grant funds will not support activities that compromise victim safety and recovery, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; pre-trial diversion programs not approved or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for

victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); the placement of perpetrators in anger management programs; or any other activities outlined in the solicitation under which the approved application was submitted.

22. Please review your objectives and corresponding performance indicators on page 13 of the grant application. Should your agency consider that the current objectives/indicators are: a) no longer applicable to your project success, or b) unable to be completed given the funds available, please revise and resubmit. Your objectives must include quantified statements of expected results. If not, the objectives must be restated to describe the goals of the project in terms of measurable events that can be realistically expected. Please note that some subgrantees will be special conditioned to remove or revise objectives/indicators that address unallowable activities or populations.
23. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that persons with LEP have meaningful access to programs. Meaningful access may entail providing language assistance services including interpretation and translation services where necessary. Grantees are encouraged to consider the need for language services for persons with LEP served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for persons with LEP are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).
24. Executive Order 13279, Executive Order 13559, and the U.S. Department of Justice's (USDOJ) regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, prohibit recipients from using DOJ financial assistance on inherently (or explicitly) religious activities and from discriminating in the delivery of services on the basis of religion. Therefore, programs or activities that are considered inherently (or explicitly) religious activities are not allowable for grant funding. In addition the USDOJ has determined that twelve-step recovery programs are considered inherently (or explicitly) religious activities under federal civil rights laws. A document containing Frequently Asked Questions (FAQ) has been developed to provide guidance for State Administering Agencies and sub-recipients implementing USDOJ financial assistance on the conditions under which they may offer twelve-step recovery programs consistent with federal civil rights laws as part of the services that they provide. The FAQ may be found on the OJP's Office for Civil Rights' website at [www.ojp.usdoj.gov/about/offices/ocr.htm](http://www.ojp.usdoj.gov/about/offices/ocr.htm). If you have any questions, please contact the Office for Civil Rights at (202) 307-0690.
25. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the U.S. Department of Justice encourages recipients and subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
26. All training, using grant funds or not, must be submitted via a training approval request form on GMIS and approved before the training takes place. Should your agency be approved for funds for training expenses, either in the original award or by revision, please be advised that only funded staff or critical volunteers will be approved for use of training expense funds. Training approval requests must include an agenda of the conference.
27. The recipient must promptly refer to the USDOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has



either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by

mail: Office of the Inspector General

U.S. Department of Justice

Investigations Division

950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

fax: (202) 616-9881

Additional information is available from the USDOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

28. The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of USDOJ. Before entering into a contract with a vendor, check [els.gov](http://els.gov) for status.
29. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm>.
30. Discrimination Findings: As it pertains to the Civil Rights certification made in the initial Special Conditions to this award, the recipient, and the subrecipients assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this award, the recipient will forward a copy of the findings to the Office for Civil Rights of USDOJ at <https://www.justice.gov/crt/how-file-complaint>.
31. Please be advised that any approved revisions to this project that add new expense items, costs, or programmatic changes may incur additional special conditions. The revision form comment box on GMIS will contain alerts concerning your revision. Additional special conditions will be sent to you shortly after the revision is approved and must be addressed and submitted to Accounting – Grants within ten (10) days of the approval date.

### 32. Procurement Requirements

Purchases \$2,500 and less: Purchases not exceeding \$2,500 may be accomplished without securing competitive quotations if the prices are considered fair and reasonable. Subgrantee grant budget items equal to or less than \$2,500 will be evaluated by SCDPS Programmatic and Accounting-Grants staff at the time of grant budget approval or revision, and only fair and reasonable costs will be approved for inclusion in the subgrantee grant budget.

Purchases from \$2,500.01 to \$10,000: On any item, including those bid in the aggregate, whose total cost is between \$2,500.01 and \$10,000, written solicitation of written bids/quotes from a minimum of three qualified sources of supply must be made. The award shall be made to the lowest responsive and responsible sources. Submit at each point in the process to the SFA for approval prior to obligation of grant funds.

Purchases over \$10,000 up to \$50,000: Requires bid specification that must be submitted to the SFA prior to solicitation of written quotes, bids, or proposals.

Also requires solicitation of written quotes, bids, or proposals that must be advertised at least once in the SC Business Opportunities publication or through a means of central electronic advertising. Award must be made to the lowest responsive and responsible source, or when a Request for Proposal is used, the highest ranking offer. Submit to the SFA for approval prior to obligation of grant funds.

Purchases over \$50,000: Please contact Accounting-Grants Program staff for guidance prior to any obligation of grant funds.

Note: State, County, or Municipalities using State Contract purchasing, must submit the State Contract Number, the Item description, and other identifying information to Accounting-Grants for validation and approval prior to any obligation of grant funds.

33. All recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any awards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipients.
34. The subgrantee will maintain a separate grant account that reflects the grant budget, expenditures, and deposits through the general ledger. Additionally, effective control and accountability must be maintained for all grant cash, real and other personal property, and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
35. Prior to the printing of *any* materials that will be distributed, such as pamphlets, newsletters, billboards, safety cards, or brochures, etc., they must be submitted to the Office of Highway Safety and Justice Programs for approval. Note: All materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statements:

*"This project was supported by Federal Formula Grant # (Please contact Program Coordinator for Federal Grant Number), awarded by the Office of Victims of Crime, U.S. Department of Justice through the South Carolina Department of Public Safety. Any points of view or opinions contained within this document are those of the author and do not necessarily represent the official positions or policies of the U.S. Department of Justice."*

The subgrantee also agrees that one copy of any such publications will be submitted to the SFA to be placed on file and distributed as appropriate to other potential subgrantees or interested parties.

36. Please be advised that the Office for Victims of Crime (OVC) now requires online reporting for agencies receiving VOCA funds using the OVCPMT website at <https://www.ovcpmt.org>. Each agency will aggregate any program activities funded with VOCA funds and report once per quarter for the agency. The reports are due on July 31 and October 31. The agency's application-designated Project Director will be the point of contact for the agency's OVCPMT reporting. The Project Director will create an account and login. A data collection tool is available from the VOCA Program staff. A final narrative may be required 45 days past the close of the project year. Failure to submit any required report in a timely manner will result in a delay in reimbursements.
37. The Grantee authorizes Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA grant. The State will further ensure that all VOCA subgrantees will authorize representatives of OVC and OCFO access to and the right to examine all records, books, paper, or documents related to the VOCA grant.

**STATE OF SOUTH CAROLINA  
DEPARTMENT OF PUBLIC SAFETY  
VICTIMS OF CRIME ACT GRANT APPLICATION**

Grant # 1V16058

App # AV16134

**To Be Completed by Project Director**

**Section 1**

County Name: 10 - CHARLESTON ▼

Other county/counties this project will serve: 06 - BERKELEY

**Section 2**

Grant Period: 6 Months

Begin: 4/1/2017

End: 9/30/2017

**Section 3**

Project Title: Victim Services

**Section 4**

Project Summary (max. 300 characters): This grant requests funding for a Victims Advocate Resource Coordinator and their supplies, as well as two vehicles, travel, and supplemental items for the Family Violence Unit's Victim Advocates.

**Section 5**

Type of Application

a. Initial ▼

b. Year of Funds : ▼

Other:(Specify)

c. Reimbursable ▼

**Section 6**

a. Organization Type : City ▼

Other:(Specify)

b. U. S. Congressional District 01,06

**Section 7**

Agency DUNS number\*: 077990786  
(fedgov.dnb.com/webform)

Has your agency registered with Central Contractor Registration (CCR)?\* Yes  
(www.sam.gov)

For **Central Contractor Registration (CCR) handbook** click here.

\* This data is not required to submit this application but will become necessary for federal reporting requirements if this project is awarded.

FEIN: 57-6000226

Agency Name Charleston Police Department

Address 180 Lockwood Drive

City

State

(Please use the Name/Address  
above instead of this field)  
Name and Address of Implementing  
Agency

10 Digit Zip

(Area) Phone #:

(Area) Fax #:

**COMPLETE PAGES 2&3 BEFORE COMPLETING THIS SECTION**

Section 8

**BUDGET**

Use whole dollars only (For example: \$1,500 not \$1,500.00)

a. BUDGET CATEGORIES	GRANTOR	AGENCY MATCH	TOTAL
Personnel	<input type="text" value="\$22,552"/>	<input type="text" value="\$5,638"/>	<input type="text" value="\$28,190"/>
Contractual Services	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Travel	<input type="text" value="\$1,288"/>	<input type="text" value="\$322"/>	<input type="text" value="\$1,610"/>
Equipment	<input type="text" value="\$35,486"/>	<input type="text" value="\$8,871"/>	<input type="text" value="\$44,357"/>
Renovation/Construction	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
Other	<input type="text" value="\$2,337"/>	<input type="text" value="\$584"/>	<input type="text" value="\$2,921"/>
TOTAL:	<input type="text" value="\$61,663"/>	<input type="text" value="\$15,415"/>	<input type="text" value="\$77,078"/>
b. PERCENTAGE	80%	20%	100%

Section 9

APPROPRIATION OF NON-GRANTOR  
MATCHING FUNDS

Other (Explain):

## MATCHING FUNDS

## CATEGORIES

GRANTOR

CASH

IN-KIND

TOTAL

**PERSONNEL**

## SALARIES

% of Time

Position Title

On Project

Quantity

Resource Coordinator	100	1	\$15,864	\$3,966	\$0	\$19,830
TOTAL SALARIES:			\$15,864	\$3,966	\$0	\$19,830

**EMPLOYER CONTRIBUTIONS (Fringe Benefits)**

Social Security & Medicare (FICA)	\$2,427	\$607	\$0	\$3,034
Retirement	\$3,588	\$897	\$0	\$4,485
Worker's Compensation Insurance	\$1,158	\$289	\$0	\$1,447
Unemployment Insurance (on first \$7,000 only)	\$48	\$12	\$0	\$60
Health Insurance	\$6,052	\$1,513	\$0	\$7,565
Dental Insurance	\$0	\$0	\$0	\$0
Pre-Retirement Death Benefit	\$43	\$11	\$0	\$54
Accident Death Benefit (Police Officers)	\$0	\$0	\$0	\$0
Other Employer Contributions (Itemize)	\$60	\$15	\$0	\$75
<b>TOTAL EMPLOYER CONTRIBUTIONS:</b>	\$6,688	\$1,672	\$0	\$8,360
<b>TOTAL PERSONNEL:</b>	\$22,552	\$5,638	\$0	\$28,190

**CONTRACTUAL SERVICES:**

(Itemize - DO NOT include professional fees for doctors, psychologists, etc. )

	\$0	\$0	\$0	\$0
TOTAL CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0

**TRAVEL:**

(Itemize-include mileage, airline cost, lodging, per diem, parking, car rental)

Airfare (Including taxes and fees)	\$496	\$124	\$0	\$620
Lodging (2017 GSA Rates for Dallas, TX)	\$584	\$146	\$0	\$730
Per Diem (SC Out-of-State Daily Max)	\$128	\$32	\$0	\$160
Ground Transportation	\$80	\$20	\$0	\$100
TOTAL TRAVEL:	\$1,288	\$322	\$0	\$1,610

## MATCHING FUNDS

## CATEGORIES

GRANTOR CASH

IN-KIND

TOTAL

## EQUIPMENT (\$1,000 or more per Unit):

(Itemize - DO NOT USE BRAND NAME.- Also, DO NOT include leased or rented items)

ITEM

QUANTITY

Resource Coordinator Computer Workstation	1	\$2,172	\$543	\$0	\$2,715
Unmarked Victim Advocate Vehicle	2	\$33,314	\$8,328	\$0	\$41,642
TOTAL EQUIPMENT:		\$35,486	\$8,871	\$0	\$44,357

## RENOVATIONS/CONSTRUCTION: (Describe)

TOTAL RENOVATIONS/CONSTRUCTIONS:

N/A

N/A

N/A

N/A

## Other (Itemize)

Resource Coordinator Office Furniture	\$1,281	\$320	\$0	\$1,601
Microsoft Visio	\$304	\$76	\$0	\$380
Registration-Conference on Crimes Against Women (CAW)	\$392	\$98	\$0	\$490
In-Car GPS and Mount	\$360	\$90	\$0	\$450
TOTAL OTHER:	\$2,337	\$584	\$0	\$2,921

## BUDGET NARRATIVE

List items under each Budget Category heading. Explain exactly how each item in your budget (both grantor and match) will be utilized. It is important that the necessity of these items, as they relate to the operation of the project, be established. Dollar amounts DO NOT have to be provided.

### 1) Personnel:

#### Victim Advocate Resource Coordinator

Funds cover the actual salary projections for a Resource Coordinator at the Grade 12 payscale. This is a new FTE. The individual would be located in the Family Violence Unit. They would dedicate 100% effort to the activities listed in the draft position description (See attached).

### 2) Fringe Benefits:

Fringe benefits are based on the salary estimate describe above. Benefits include FICA, civilian retirement, workers compensation, health/dental benefits, unemployment compensation, life and disability fringe. This list represents the standard benefit package for all civilian employees at the City.

### 3) Travel:

#### Lodging

Funds are budgeted to lodge 1 Victim Advocate for 5 nights for the 2017 Crimes Against Women Conference. The \$146 nightly estimate is based on 2017 GSA rates for Dallas, TX.

#### Airfare

Funds are budgeted to purchase 1 roundtrip tickets to Dallas, TX for 1 Victim Advocate to attend the aforementioned conference. Airfare estimates include tax and checked bag fee for a total of \$620 per seat.

#### Per Diem

Funds are budgeted for meals based on the SC 2016 Out-of-State daily maximum (\$32/day) for 1 Victim Advocates for 5 days each.

#### Ground Transportation

Funds are budget for \$100 per person for 1 advocates. This would cover fees such as airport parking, taxis, and other transportation needs.

### 4) Equipment:

#### Resource Coordinator-Computer Workstation

The computer workstation package includes a desktop-to-tablet PC, desk phone, and computer accessories standard for any new employee. The workstation cost is based on the City Information Technology annual contract.

#### Victim Advocate Vehicles

The vehicles would be assigned to the existing Child Victim Advocate and to the 2016 VOCA grant-funded Elder Advocate. These Advocates would use the vehicles to respond to incident call-outs, to make house-calls with victims, and to transport victims to courts or transitional housing as needed. The Advocates would submit regular vehicle usage reports to the Grants Coordinator. The vehicle will be similar in style to the other 2 Victims Advocates-unmarked, family-style and large enough to transfer a family, emergency supplies or conference materials on location.

### 5) Other:

#### Resource Coordinator-Office Furniture



The grant-funded Resource Coordinator would receive a reception desk, chair, and chair mat from which to work. They would be placed in the Family Violence Unit with the existing Victim Advocates.

#### Resource Coordinator-Microsoft Visio

The grant-funded Resource Coordinator would receive a license for Microsoft Visio, a technical-writing and performance measurement software that would allow him/her to better compile reports on the Advocates' outputs and to monitor the volunteer program.

#### Victim Advocates – Registrations for Conference on Crimes Against Women

Funds are budgeted to purchase 3 tickets for 2017 Conference on Crimes Against Women (CAW) in Dallas, TX. Attendees would be 1 of the 4 Victim Advocates at the Charleston Police Department. The purpose of attending this conference is to support staff development and to build their knowledge and understanding on victimization trends.

#### Victim Advocate GPS Devices and Mounts

The Charleston area is disconnected geographically and rapidly developing. A GPS device would be placed in each Advocate's vehicle for more efficient travel and to comply with the City of Charleston "no cellphone while driving" ordinance. The incoming Elder Victim Advocate has been awarded a GPS. However, the other 3 Victim Advocates are in need of them as well.

6) Construction: None

7) Contracts: None

**ACCEPTANCE OF AUDIT REQUIREMENTS**

**PLEASE NOTE: State Agencies whose annual audit is covered by the State Auditor's office do not have to complete this form.**

We agree to have an audit conducted in compliance with OMB Circular A-133, whichever is applicable. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$500,000). If required, we will forward for review and clearance a copy of the completed audit(s), including the management letter if applicable, to:

Stephen Fulmer, Manager  
Accounting - Grants, D1  
S.C. Department of Public Safety  
P.O. Box 1993  
Blythewood, SC 29016

The following is information on the next organization-wide audit which will include this agency: (Use your Agency's fiscal year)

1. \*Audit Period: Beginning January 1, 2017 Ending December 31, 2017
2. Audit will be submitted to Accounting - Grants by: September 30, 2018  
(Date)

**NOTE: The audit or written certification must be submitted to Accounting - Grants, S.C. Department of Public Safety, no later than the ninth month after the end of the audit period.**

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite **specifically** that the audit was done in accordance with OMB Circular A-128 or OMB A-133 or in compliance with generally accepted accounting principles in accordance with the Government Auditing Standards, whichever is applicable.

Any information regarding the OMB Circular audit requirements will be furnished by Accounting - Grants, S.C. Department of Public Safety, upon request.

**\*NOTE: The Audit Period is the organization's fiscal or calendar year to be audited.**

**Failure to complete this form will result in your grant award being delayed and/or cancelled.**

## PROGRAM NARRATIVE

**1. ORGANIZATION DESCRIPTION:** Describe your organizational activities. A copy of your organizational chart, organizational structure, agency/program brochure, relevant job descriptions, etc. must be submitted. All organizations must justify and document how they currently/or plan to provide effective services to victims. For an existing program, describe your past success with victims. If your organization is new, provide information that your organization is structured and well organized in both fiscal and programmatic areas.

TYPE OF IMPLEMENTING AGENCY: Criminal Justice - Government -- Law Enforcement ▼

County/Countries Implementing  
Agency Serves: Charleston and Berkeley Counties

County/Countries this Project will  
Serve: Charleston and Berkeley Counties

City of Charleston, South Carolina

There are an estimated 133,579 residents living within the corporate limits of the City of Charleston [2]. The Charleston Metropolitan Statistical Area (MSA), comprising Charleston, Berkeley, and Dorchester Counties (Tri-county area), has a population of over 712,000. The City of Charleston Police Department's (CPD) jurisdiction covers 131 square miles of territory in Charleston and Berkeley counties. Residents of the Tri-county area commute to the City of Charleston for work, business, recreation, and worship on a regular basis. Additionally, the City of Charleston has been named the #1 city to visit in the United States by Conde Nast and Travel & Leisure magazines for the past 3 years. The distinction has contributed to increased overall growth. Charleston is 1 of 3 fastest growing metropolitan areas on the Atlantic coast.

City of Charleston Police Department-Family Violence Unit

The CPD is one of the largest law enforcement agencies in the state of South Carolina. It is allocated 458 sworn officers and 117 civilians. In a holistic approach to respond to the growing number of domestic violence calls, the City of Charleston Police Department established its Family Violence Unit in 2013 [See Attached: Organizational Chart]. The mission of the Family Violence Unit is to investigate missing persons, to prosecute cases of domestic violence, child abuse, elder/vulnerable adult abuse, and sexual assault; as well as provide services for victims of these crimes. The unit is now composed of, (1) Sergeant, (5) Investigators, (4) Victim's Advocates and (1) Mental Health Counselor. This team works together to gather criminal information, assist victims through the legal process, as well as make victim referrals to other community agencies and service providers.

According to the CPD's policy guide, "Responding to Family Violence," [See Attached: Field Guide] the Victim Advocates provide a number of services that support a victim of crime through the entirety of their justice system experience [See Attached: Victim Advocate-POL].

Victim Advocate duties include:

1. Responding to all requested on-call situations.
2. Reviewing all reports and CDV supplemental reports to identify victims that need to be visited. In particular, this proactive approach has increased the number of victim support opportunities.
3. Interviewing individuals in reference to the incident to evaluate what resources are needed.
4. Contacting supporting family members and service agencies for service referrals and support.
5. Providing one-on-one assistance in filing forms, e.g. Order of Protection and Restraining Order petition.
6. Accompanying the victim to court.
7. Working directly with the criminal investigator where required.
8. Maintaining case records on victimization history, services provided, demographics, etc.
9. Notifying victims and witnesses about the jail status of offenders through the VINE Network
10. Utilizing the South Carolina Victim Assistance Network Emergency Funds to relocate victims and immediate family members to other jurisdictions.

## PROGRAM NARRATIVE

**II. INTERAGENCY COORDINATION:** Outline exactly how your agency promotes interagency coordination in public or private efforts to aid victims of crime. Document your involvement in victims of crime organizations, task forces, coordinating groups, etc. Also, define any procedures your organization has implemented or plans to assist victims seeking assistance through the victim's compensation fund and other related organizations or victim services. If your project is funded, you will be required to submit a Memorandum of Agreement. This document must be customized for your region and signed by all agencies listed on this page.

The Victim Advocates promote interagency coordination with public and private groups by providing referrals and information to help the victims of violent crimes.

FVU advocates connect victims with SOVA funds and other sources of assistance to support medical, burial, and other expenses. The advocates conduct a needs assessment and help in completing the application process. For victims who do not qualify for SOVA funding, the advocates will partner with local organizations to insure their needs are met.

The Victim Advocates coordinate services and resource with the following service providers and crime organizations:

- Ninth Circuit Solicitor's Office
- Family Services
- Department of Veteran Affairs
- Charleston-Dorchester Mental Health
- Charleston County Sheriff's Office

The Victim Advocates are also involved with several victim assistance task forces. These task forces include:

- Charleston County Magistrate Elder Court Project
- County Justice Coordinating Council (MacArthur Foundation Justice Challenge)
- Tri-County Elder Emergency Housing Feasibility Study
- Tri-County Victim Council
- Sexual Assault Response Team (SART) with the Medical University of South Carolina

## PROGRAM NARRATIVE

**III. VOLUNTEER COORDINATION:** Outline your volunteer program, including any activities and illustrations on how the volunteer program is organized and coordinated. List the number of volunteers and how the volunteers are trained, including future plans. Attach any policies for volunteers at the end of this proposal. Even if volunteer hours are not being used as match, documentation of volunteer hours is required under the VOCA guidelines.

Indicate the number of active volunteers  
who will participate with this project.

The FVU receives 2 Bachelors in Social Work students as volunteers each academic year from its partnership with Limestone College. For FY 2017, the FVU will receive a Master in Social Work volunteer/intern for a full academic year. More generally, every volunteer/intern shadows advocates, assists in conducting assessments on a variety of victims, and educate family members in identifying various signs of victimization. All volunteer/interns are required to document their hours and submit copies of their timesheets.

## PROGRAM NARRATIVE

**IV. PROBLEM DEFINITION:** Describe the problem exactly as it exists in your particular community. The problem definition identifies the nature and magnitude of the specific problem that you wish to address through the proposed program. In addition, analyze the causes of the problem. Remember to document the problem and not the symptoms or solutions of the problem. Document any statements with valid, updated statistical data, outlining the source/date of your information. A needs assessment for victims of crime in your local area is recommended.

### Introduction:

There are three general concerns that the City of Charleston Police Department (CPD) faces in the coming years.

First, the number of victims requesting additional casework and advocacy are projected to increase. Secondly, federal reporting requirements and local accountability measures require more sophisticated program administration. Next, the number of major events in Charleston, SC over the past 2 years has resulted in a significant drain on resources that would otherwise be applied to addressing these concerns. Lastly, the financial strain has impeded investments in Victim Advocate transportation. Despite the financial concern, the CPD is attempting to leverage support enhanced advocacy services and accountability.

### Issue #1: Increased Advocacy Casework

In 2016, the City of Charleston (in partnership with three local organizations), accepted an OVW End Abuse in Later Life grant award. In addition to training law enforcement, judges, and prosecutors, the grant includes a heavily cross-training and public outreach component. Due to increased awareness among officials and the public, the Victim Advocates expect to see an increase of elder victims that need additional casework. Charleston's population is booming and, advocates are managing more and more cases. From 2013-2015, the victimization count increase by 191 victims, or 11.89% (See Attachment: 2013-2015 Victim Data). They do this while attending support groups, on-scene calls, speaking engagements, etc. For efficiency, the Advocates have divided themselves according to Elder, Child, Hispanic, and General victim cases. However, they require more assistance.

### Issue #2: Increased Reporting & Accountability

Grant reporting requirements, Citywide and departmental performance reporting, and a persistent drive to better serve victims all mean that the Family Violence Unit must increase its administrative capacity. Growing the volunteer program, discussing service gaps with area nonprofits, updating MOU's, administering needs assessments, and building reports are all very import functions that take the Victim Advocates away from their casework. The number of nonprofit services, interested volunteers, and donations in the Charleston area has increased. Additional programmatic support is needed. With grant assistance, the CPD could hire a Victim Advocacy Resource Coordinator to manage interagency relationships, reports, and programs.

### Issue #3: Financial Constraints

From 2015-present, the CPD has provided protective services for the Mother Emanuel AME Church massacre and funerals, the 2016 Democratic Debate, the October Floods Disaster, Hurricane Matthew, and the recent Slager/Roof trials. In addition to what it could leverage in grant funding, the City Council had authorized the purchase of riot gear and body cameras to comply with new mandates. The equipment and overtime expenses compete with CPD civilian opportunities for training, equipment, and growth. With grant support, the CPD could continue to develop its victim advocacy program.

### Issue #4: Transportation

Due to budget constraints, the CPD maintains vehicles for only 2 of the 4 Victim Advocates. The Advocates use their vehicles 5-6 days per week. When they are not responding to a scene with the officers or checking-in at the homes of victims, they are transporting families to temporary housing or representing the FVU at a community event. The small, unmarked SUV's are sizable enough to carry families or supplies with a nondescript, civilian appearance. If enhanced with GPS devices, the Advocates would be able to navigate to a series of calls safely and quickly. The GPS devices would be allocated to 3 of the 4 Victim Advocates. The newest Elder Advocate was afforded an in-car GPS in order to visit victim homes.

### Conclusion:

In conclusion, the CPD's Victim Advocates face a variety of concerns that, if mitigated, would enhance services to victims of crime. Hiring a Resource Coordinator work support the increased programmatic and reporting demands of the unit and allow the Advocates to focus more on their cases. Vehicles for the Elder and Child Advocate would be a practical improvement. The vehicle would support safer, more efficient services for the Advocate and crime victims. An opportunity for the 3 of the 4 Advocates to attend a national conference would be an exciting professional development opportunity that could be tailored to their specialties. It is for these reasons and more that CPD respectfully requests full funding of this proposal.

## PROGRAM NARRATIVE

### V. VOCA GRANT STATISTICS:

#### A. THESE VOCA FUNDS WILL BE USED TO:

- ☐ Expand Services into a new geographic area
- ☐ Offer new types of services
- ☐ Serve additional victim populations
- ☒ Continue existing services to crime victims
- ☐ Other

Other:(Specify)

#### B. CHECK THE SERVICES TO BE PROVIDED BY THIS VOCA-FUNDED PROJECT:

- ☐ Crisis Counseling
- ☐ Information and Referral
- ☐ Follow-up Contact
- ☒ Criminal Justice Support/Advocacy
- ☐ Therapy
- ☐ Emergency Financial Assistance
- ☐ Group Treatment
- ☐ Emergency Legal Advocacy
- ☐ Crisis Hotline
- ☐ Assistance in Filing Compensation Claims
- ☐ Shelter/Safe House
- ☐ Personal Advocacy
- ☐ Other:(Specify)

PROGRAM AREA: Check the program area under which your organization is applying for funds.

**PLEASE CHECK ONLY THE ONE THAT BEST DESCRIBES THIS GRANT'S PURPOSE.**

- ☐ Sexual Assault
- ☐ Domestic Violence
- ☐ Child Victims
- ☒ Previously Underserved Victims of Violent Crime
- ☐ Other Violent and Serious Crime/Comprehensive Multiple Services

#### D. IDENTIFY THE VICTIMS TO BE SERVED BY THE TYPE OF VICTIMIZATION THROUGH THIS VOCA FUNDED PROJECT.

- ☒ Child Victims of Physical Abuse
- ☒ Child Victims of Sexual Abuse
- ☐ Victims of DUI/DWI
- ☐ Victims of Domestic Violence
- ☒ Adult Victims of Sexual Assault
- ☐ Adult Survivors of Incest or Child Sexual Abuse
- ☐ Survivors of Homicide Victims
- ☒ Other Victims of Crime (Identify):

Adult Victims of Crime

E. Identify the counties this project will serve:

Charleston and Berkeley Counties

F. Projected number of victims this project will serve:

Approximately 120 victims/year



## PROGRAM NARRATIVE

**VI. PROJECT DESCRIPTION:** The purpose of this section is to describe the broad goals of your program. In addition, describe a specific plan for conducting the program and a rationale for the tasks and activities to be employed to address the problem outlined in Section IV. Please outline in detail your overall program so that it is very clear to the reader what you plan to do. This documentation should include all activities from the time you initiate identifying the client to the job descriptions of all positions being funded by VOCA.

### Broad Goals:

The primary purpose of this program is to improve the administration of the growing victim advocacy program at the Charleston Police Department (CPD) through additional (specialized) staffing and equipment, to improve coordination of referrals, policy development and victim transportation. A secondary purpose is to take a proactive stance in staff development to minimize the impact of victimization by training the 3 existing Victim Advocates at a national conference. Long term, the CPD hopes to develop a unit similar to that of the Family Justice Center in Salt Lake City, Utah. With state support, these efforts should improve the administration and services of CPD's Family Violence Unit.

### Plan of Action:

The following tasks and activities will be employed to enhance CPD Victim Advocate Services.

1. To increase their knowledge and skills, the 3 more senior Victim Advocates will attend specialized training on crimes against women. Specifically, the SCDPS JAG funded investigator has attended and highly recommends the Crimes Against Women Conference (CAW) in Dallas, TX. So, this is the training that the advocates have selected (See Attached: CAW Brochure).
2. The grant-funded Resource Coordinator will spend 100% of their time on Victim Advocacy resource coordination and administration (See Attached: Draft Position Description). This includes managing and growing the volunteer program, managing donations, maintaining partnerships with referral organizations, and improving the records management and reporting of the Family Violence Unit. The Grants Coordinator and Victim Advocate Coordinator would manage the purchase of the office supplies and software for the resource coordinator. As this is an entirely new position, the Resource Coordination position would undergo requisition but the City's Human Resources Department.
3. The Fleet Manager and Grants Coordinator would coordinate the purchase of 2 Victim Advocate vehicles and 3 GPS units. These vehicles would be assigned to the 2016 VOCA-funded Elder Advocate and the Child Victim Advocate. The vehicles would be parked at the CPD headquarters and used for advocacy purposes only, as stipulated by the grant terms and conditions. The GPS units would be assigned to the 3 other Victim Advocates.

## PROGRAM NARRATIVE

**VII. PROJECT OBJECTIVES:** Objectives are specific, quantified statements of expected results of the project. The objectives must be described in terms of measurable events that can be realistically expected under time constraints and resources. Objectives must be related to the problem(s) outlined in Section IV. They should describe who would do what. PLEASE DO NOT LIST ANY TASKS. There should be no more than five (5) objectives and indicators.

Objective 1: Increase on-site advocacy through the purchase of 2 Victim Advocate vehicles.

Objective 2: Shift and increase administrative support for victims by hiring a Family Violence Unit Resource Coordinator.

Objective 3: Improve the knowledge and understanding of Victim Advocates through training.

**VIII. PERFORMANCE INDICATORS:** Based upon your measurable objectives, state exactly how each objective will be measured. Performance Indicators should be matched to your specific objectives, in a one to one ratio. Performance Indicators are activities that evaluate and document your programs as to whether each activity was successful.

Indicator 1.1:  
-Total dollars invested.

Indicator 1.2:  
-No. of Advocates equipped with a non-enforcement vehicle.

Indicator 2.1:  
-Position description and performance objectives for Resource Coordinator reviewed and approved.

Indicator 2.2:  
-Increased referrals and process improvements for victims.

Indicator 2.3:  
-More robust volunteer/intern program.

Indicator 3.1:  
-No. of victim advocates attending training.

## PROGRAM NARRATIVE

**IX. PROJECT ASSESSMENT AND EVALUATION:** In addition to performance indicators, describe any planned methods or measurement tools that will be used to demonstrate how project activities were successful. Please note that **VOCA funds may not be used** to perform any needs assessments, surveys, evaluations, and/or studies. For the purpose of this section, agency resources must be used for gathering and compiling this information.

In addition to the aforementioned indicators, the Victim Advocate Coordinator will evaluate the project based on the quality of documentation and data, and victim feedback managed by the Resource Coordinator. The success of the CPD's victim services will also be determined by the number of referrals and quality-of-contact that the CPD has with area service providers.

**X. PROJECT CONTINUATION:** Do you feel that this project will be self-sufficient if federal assistance is no longer available? If no, please explain. Private non-profit agencies: 1) Are you receiving funds from City/County Council? If yes, how much will go toward the continuation of this project? If no, provide extensive, valid documentation that the project cannot be continued with other funding sources (other than these grant funds).

The equipment and supplies are a one-time investment. Electronics, such as the Resource Coordinator Workstation, are placed on a 5-year replacement cycle by the City's Information Technology Department. The City's Fleet services will maintain and insure the grant-funded vehicles.

The grant-funded vehicles will remain assigned to the victims advocates.

The City of Charleston will provide a 20% cash match to the total project budget.

## PROGRAM NARRATIVE

**XI. SOURCES OF INCOME:** List the total income your agency received in the previous fiscal year and is receiving or is expecting to receive in the current fiscal year. Complete ALL the information requested below, showing total budget, including but NOT limited to victim assistance funding. You must demonstrate that at least 25% of your agency's financial support comes from non-federal sources.

SOURCE OF FUNDS (e.g., DHEC, DSS)	TYPE OF FUNDS (e.g., local, state, federal VOCA, VAWA, SVAP, Act 141 funds)	TYPE OF PROGRAM ACTIVITIES (e.g., child abuse, domestic violence)	AMOUNT OF FUNDS PREVIOUS FISCAL YEAR	AMOUNT OF FUNDS CURRENT FISCAL YEAR
See Attachment Detail			\$0	\$0
TOTAL:			\$0	\$0
<p>List any proposals or grant requests that you have submitted to any other agency that you anticipate receiving and that are not outlined above.</p>				
SCEMD-2016 HMGP	Federal	Flood Detection & Alert	\$0	\$170,770
DHS-2016 Countering \	Federal	Diversity Recruitment P	\$0	\$140,759
			\$0	\$0
TOTAL:			\$0	\$311,529

# IMPLEMENTATION SCHEDULE

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Implementation Tasks	Person Responsible	Implementation Proposed (Proposed Quarters)				Implementation Actual Time Frame (Actual Dates)				Date
		1	2	3	4	1	2	3	4	
		Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	
City Council Accepts Award	Grants Coordinator		X							April 2017
IT Equipment Orders Are Placed	Project Director		X							May 2017
Vehicle Orders Are Placed	Fleet Services		X							May 2017
Personnel Requisition Completed	Human Resources		X							June 2017
Resource Coordinator Hired	Human Resources			X						Aug. 2017
Vehicles Received and Outfitted	Radio Shop			X						Sept. 2017
Grant Closed	Grants Coordinator			X						Sept. 2017

The implementation schedule is intended to give our office a proposed list of activities planned, when they are to be implemented, and the person responsible. Exact dates are not necessary in the "Implementation Proposed Time Frame" section. Please use an "X" to denote which quarter you plan to implement the activity. This schedule will be used to reflect the actual activities, dates, etc. in the "Implementation Actual Time Frame" section when the grant project is monitored.

## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

**1. Availability of Federal Funds:** This grant award is contingent upon availability of federal funds approved by Congress.

**2. Applicable Federal Regulations:** The Subgrantee must comply with the Office of Management and Budget (OMB) Circulars, as applicable: A-21 Cost Principles for Educational Institutions; A-87 Cost Principles for State and Local Governments; A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions; and, A-122 Cost Principles for Non-Profit Organizations. Also, the Subgrantee must comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part II, Applicability of Office of Management and Budget Circulars; Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 42, Non-discrimination Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Part 66 (formerly OMB Circular A-102), Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

**3. Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable OMB Circulars referenced above.

**4. Audit Requirements:** The subgrantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by the State Funding Agency (SFA) and/or any of their duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with the OMB Circular. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the subgrantee has not expended the amount of federal funds that would require a compliance audit. The subgrantee agrees to accept these requirements by the completion of Page 6 of this application. **The State Funding Agency (SFA) will only pay the grant portion of compliance audit costs and only if a compliance audit is required. Funding of accounting services is not allowed.**

**5. Equal Employment Opportunity:** No person shall on the grounds of race, creed, color or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under subgrants awarded pursuant to the Act governing these funds or any project, program, activity or subgrant supported by such requirements of Title VI of the Civil Rights Act of 1964, and all applicable requirements pursuant to the regulations of the Department of Commerce (Title 15, code of Federal Regulations, Part 8, which have been adopted by the Federal Funding Agency); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Labor Regulation 41 CFR Part 60; and the Department of Justice Non-discrimination Regulations 28 CFR Part 42, Subparts C, D, E and G. The subgrantee must therefore ensure it has a current Equal Employment Opportunity Program (EEOP) which meets the requirements of 28 CFR 42.301. The Subgrantee further agrees to post in a conspicuous place, available to all employees and applicants for employment, notices setting forth the provisions of The EEOP, as supplemented in Department of Labor Regulations 41 CFR Part 60.

The Subgrantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will immediately forward a copy of the findings to the SFA.

**6. Conflict Of Interest:** Personnel and other officials connected with this grant shall adhere to the requirements given below:

a. **Advice:** No official or employee of a state or unit of local government or of nongovernment grantees/subgrantees shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner, or employee or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.

## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

**b. Appearance:** In the use of these grant funds, officials or employees of state or local units of government and nongovernmental grantees/subgrantees shall avoid any action which might result in, or create the appearance of:

- 1) Using his or her official position for private gain;
- 2) Giving preferential treatment to any person;
- 3) Losing complete independence or impartiality;
- 4) Making an official decision outside official channels; or
- 5) Affecting adversely the confidence of the public in the integrity of the government or the program.

**7. Bonding:** It is strongly recommended that all officials identified on this grant who have authority to obligate, expend or approve expenditures be bonded for an amount no less than the total amount of the grant, including match.

**8. Non-Supplanting Agreement:** The subgrantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled.

**9. Project Implementation:** The Subgrantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first progress report.

**10. Written Approval of Changes:** Any changes to this subgrant, which are mutually agreed upon, must be approved, in writing, by the SFA prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved subgrant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.

**Budget Revision Requirements:** There will be no limit on the amount that can be expended for any one line item so as long as the total expended for the budget category does not exceed the total budgeted for the category by more than 10% and if the quantity of personnel or equipment does not change.

A budget revision will not be required unless:

- a) The expanded amount in a major budget category exceeds the amount budgeted for the amount budgeted for that major budget category by 10%. The major budget categories are: Personnel, Consultant Services, Travel, Renovation/Construction, Equipment and Other.
- b) The quantity of Personnel or Equipment changes.
- c) An item to be purchased is not listed in the grant budget.

**11. Contract Approval Requirements:** The Subgrantee must receive approval of all contract agreements for services and products from the SFA prior to execution. The contract will require review and approval by appropriate staff. Every contract will identify by name all researchers, agents or vendors providing the service or product stipulated. If written approval of the contract is given, an executed copy of the contract must be submitted to the SFA prior to payment or within 30 days of signature, whichever comes first. In addition to the above requirements, consultant contractors (both individual and consulting firm) will be required to file six months progress and quarterly reports. Such reports will include an accounting of all financial transactions completed during the reporting period as well as a description of the actual services provided. Final progress, narrative and fiscal reports will be required within 30 days after the completion of the contract. The final fiscal report must contain a complete accounting of financial transactions for the entire contract period. In the final narrative report, the contractor must provide a specific statement as to the total services or products provided under the terms of the contract.

**12. Individual Consultants:** Billings for consultants who are individuals must include at a minimum: a description of services; dates of services; number of hours services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates, not to exceed the maximum of \$450.00 per day.

**13. Dual Employment Compensation:** Dual employment compensation must be approved by the SFA prior to contracting with consultants. An appropriate dual employment compensation form must be completed and submitted to the SFA.

**14. Sole Source Procurement:** Use of sole source procurement is discouraged. Sole source purchases will be awarded only under exceptional circumstances and must follow precisely the procedure set forth in the South Carolina Consolidated Procurement Code. All sole source purchases will require the explicit prior written approval of the SFA.



## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

**15. Bidding Requirements:** The subgrantee must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable.

**Purchases \$2,500.00 and less:** Purchases not exceeding \$2,500 may be accomplished without securing competitive quotations if the prices are considered fair and reasonable. Subgrantee grant budget items equal to or less than \$2,500 will be evaluated by SCDPS Programmatic staff at the time of grant budget approval, and only fair and reasonable costs will be approved for inclusion in the subgrantee grant budget.

**Purchases from \$2,500.01 to \$10,000:** On any item, including those bid in the aggregate, whose total cost is between \$2,500.01 and \$10,000, written solicitation of written bids/quotes from a minimum of three qualified sources of supply must be made. The award shall be made to the lowest responsive and responsible sources.

Please refer to the Administrative Procurement Procedures at <http://www.scdps.gov/ohsjp/oag.asp/> for further information.

**16. Personnel and Travel Costs:** Personnel and Travel costs must be consistent with the agency's policies and procedures and must be applied uniformly to all activities and personnel of the agency, regardless of the source funding. Travel costs: If travel costs are included in the grant application, a copy of the agency's policies and procedures manual, or the agency Board's signed minutes must be submitted with the application, specifically outlining mileage and per diem rates of reimbursement. However, reimbursable amounts for mileage and per diem must not exceed the amount approved by state guidelines, regardless of the agency's policy. Lodging costs must not exceed the federal rate established by the General Services Administration. These rates vary by location and season and are updated annually at [www.gsa.gov](http://www.gsa.gov). Attendees will only be reimbursed up to the maximum allowable rate of the GSA, excluding taxes and surcharges.

**17. Rental Cost:** The SFA will only pay the grant portion of rental costs. Grant participation in mortgage payments is unallowable. Prior to final approval of rental costs, a copy of the lease agreement must be provided to the SFA as well as the total square footage included in the rental agreement and the amount of square footage requested to be funded under this grant. The Subgrantee must request approval, in writing, when:

a. The total rental space requirement, including space for files, conference, mail, supply, reproduction and storage rooms, is in excess of 150 square feet per employee. Space required for intermittent and/or part-time employees may be included in the space requirement.

b. The rental charge exceeds \$10 monthly per square foot. The subgrantee must certify in writing that the requested rental charge is consistent with the prevailing rates in the local area and shall maintain documentation in its files to support such a determination.

**18. Obligation of Grant Funds:** Grant funds may not, without advance written approval by the SFA be obligated prior to the effective date of award or approved revision. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than 45 calendar days after the end of the grant period.

**19. Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered by the subgrantee's approved project plan and budget. Items must be in the subgrantee's approved grant budget in order to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit.

Claims for reimbursement must be submitted no more frequently than once a month and no less than once a quarter. Grants failing to meet this requirement, without prior written approval, are subject to cancellation. Claims for reimbursement must be fully documented as detailed in the Request for Payment Instructions.

**20. Recording and Documentation of Receipts and Expenditures:** Subgrantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the subgrant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property, and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.

## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

**21. Financial Responsibility:** The financial responsibility of subgrantees must be such that the subgrantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the Office of Highway Safety and Justice Programs guideline manual entitled, "Financial and Administrative Guide for Grants."

a) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.

b) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.

c) The accounting system should provide accurate and current financial reporting information.

d) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

e) **Co-mingling of Funds:** The accounting system must ensure that agency funds are not co-mingled with funds from other federal agencies. Each award must be accounted for separately. Subgrantees are prohibited from commingling funds on either a program-by-program basis or a project-by-project basis. Funds specifically budgeted and/or received for one grant may not be used to support another.

**22. Reports:** The subgrantee shall submit, at such times and in such form as may be prescribed, such reports as the SFA may reasonably require, including quarterly financial reports, progress reports, final financial reports and evaluation reports.

**23. Program Income:** All program income generated by this grant during the project must be reported to the SFA quarterly (on the quarterly fiscal report) and must be put back into the project or be used to reduce the grantor participation in the program. The use or planned use of all program income must have prior written approval from the SFA.

**24. Retention of Records:** Records for non-expendable property purchased totally or partially with grantor funds must be retained for three years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three years after the final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three year period, then records must be retained for three years after the litigation, claim or audit is resolved.

**25. Property Control:** Effective control and accountability must be maintained for all personal property. Sub-grantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Subgrantees should exercise caution in the use, maintenance, protection and preservation of such property.

a. Title: Subject to the obligations and conditions set forth in 28 CFR Part 66 (formerly OMB Circular A-102), title to non-expendable property acquired in whole or in part with grant funds shall be vested in the subgrantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.

b. Property Control Record Form: At the time the final request for payment is submitted, the subgrantee must file with the SFA a copy of the Property Control Record Form (provided by the SFA) listing all such property acquired with grant funds. The subgrantee agrees to be subject to a biennial audit by the SFA and/or its duly authorized representatives for verification of the information contained in the Property Control Record Form.

c. Use and Disposition: Equipment shall be used by the subgrantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. When use of the property for project activities is discontinued, the subgrantee shall request, in writing, disposition instructions from the SFA prior to actual disposition of the property. Theft, destruction, or loss of property shall be reported to the SFA immediately.

## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

**26. Performance:** This grant may be terminated or fund payments discontinued by the SFA where it finds a substantial failure to comply with the provisions of the Act governing these funds or regulations promulgated, including those grant conditions or other obligations established by the SFA. In the event the subgrantee fails to perform the services described herein and has previously received financial assistance from the SFA, the subgrantee shall reimburse the SFA the full amount of the payments made. However, if the services described herein are partially performed, and the subgrantee has previously received financial assistance, the subgrantee shall proportionally reimburse the SFA for payments made.

**27. Deobligation of Grant Funds:** All grants must be deobligated within forty-five(45) calendar days of the end of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by the SFA.

**28. Project Evaluation Report:** Any formal evaluation report must be received by the SFA not later than 45 days after the end of the reporting period.

**29. Copyright:** Except as otherwise provided in the terms and conditions of this grant, the subgrantee or a contractor paid through this grant is free to copyright any books, publications or other copyrightable materials developed in the course of or under this grant. However, the federal awarding agency and/or state funding agency (SFA) reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government and/or SFA purposes:

- a. the copyright in any work developed under this grant or through a contract under this grant; and,
- b. any rights of copyright to which a subgrantee or subcontractor purchases ownership with grant support.

The federal government's rights and/or the SFA's rights identified above must be conveyed to the publisher and the language of the publisher's release form must ensure the preservation of these rights.

**30. Cash Depositories:** Subgrantees are required to deposit grant funds in a federally insured banking institution, and the balance exceeding insurance coverage must be collaterally secured.

**31. Furniture Purchase Requirements (For State Agencies Only):** The SFA requires that furniture funded by the grant (both grantor and match) be purchased through the South Carolina Department of Corrections, Prison Industries Program (PI). The subgrantee may purchase grant funded furniture through another vendor only if, (a) PI is unable to guarantee delivery within eight (8) weeks of the placement of the order, or (b) the subgrantee receives a bid for furniture of equal or higher specifications for less than the PI cost. If (a) or (b) is utilized, the Project Director or Authorized Official must certify this process. The certification must accompany the Request for Payment for the applicable items.

Regardless of purchase source, the PI cost will be the maximum allowed by the grant. The maximum limit applies to Grantor funds and Match funds and any combination of the two. The subgrantee should contact a customer services representative at PI at 1-800-922-8121.

**32. Americans with Disabilities Act of 1990 (ADA):** The subgrantee must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.

## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

**33. Compliance With Section 504 Of The Rehabilitation Act of 1973 (Handicapped):** All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973 (The Act). Therefore, the federal funds recipient pursuant to the requirements of The Act hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The recipient agrees it will ensure that requirements of The Act shall be included in the agreements with and be binding on all of its subgrantees, contractors, subcontractors, assignees or successors.

**34. Utilization of Minority Businesses:** Subgrantees are encouraged to utilized qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.

**35. Confidential Information:** Any reports, information, data, etc., given to or prepared or assembled by the subgrantee under this grant which the SFA requests to be kept confidential shall not be made available to any individual or organization by the subgrantee without prior written approval of the SFA.

**36. Political Activity:** None of the funds, materials, property or services provided directly or indirectly under this contract shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act."

**37. Debarment Certification:** The subgrantee must comply with Federal Debarment and Suspension regulations by requiring completion of "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions" by subrecipients prior to entering into a financial agreement with the subrecipients for any transaction as outlined below:

a. Any procurement contract for goods and services, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold (which is \$25,000 and is a cumulative amount from all federal funding sources).

b. Any procurement contract for goods and services, regardless of amount, under which the subrecipient will have a critical influence on or substantive control over the transaction.

The subgrantee is responsible for monitoring the submission and maintaining the official document.

**38. Drug-Free Workplace Certification:** This Certification is required by the S. C. Drug-Free Workplace Act #593 of 1990 and federal regulations implementing the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989 Federal Register, **require certification by state agency subgrantees** that they will maintain a drug-free workplace. The South Carolina Drug-Free Workplace Act **requires certification by all subgrantees receiving \$50,000 or more.** The Certification is a material representation of fact upon which reliance will be placed when the SFA determines to award the grant. False Certification or violation of the Certification shall be grounds for suspension of payments, suspension or termination of the grant; or government-wide suspension or debarment.

**39. Disclosure of Federal Participation:** In compliance with Section 623 of Public Law 102-141, the subgrantee agrees that no amount of this award shall be used to finance the acquisition of goods and services (including construction services) for the Project unless the subgrantee:

a. specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of Federal funds that will be used to finance the acquisition; and,

b. expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.

The above requirements only apply to a procurement for goods or services (including construction services) that has an aggregate value of \$500,000 or more.



## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

**40. Publications:** The subgrantee agrees that any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the subgrantee describing programs or projects funded in whole or in part with federal funds, shall contain the following statement:

"This project was supported by Federal Formula Grant # (Please contact Program Coordinator for Number), awarded by the Office of Juvenile Justice and Delinquency Prevention, U.S. department of Justice through the South Carolina Department of Public Safety. The Assistant Attorney General, Office of Justice Programs, coordinates the activities of the following program offices and bureaus: Bureau of Justice Assistance, Bureau of Justice Statistics, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. A point of view or opinions contained within this document are those of the author and does not necessarily represent the official position or policies of the U.S. Department of Justice."

The subgrantee also agrees that one copy of any such publications will be submitted to the SFA to be placed on file and distributed as appropriate to other potential subgrantees or interested parties. The SFA may waive the requirement for submission of any specific publication upon submission of a request providing justification from the subgrantee.

**41. Closed-Captioning of Public Service Announcements:** Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of Federal Government shall include closed captioning of the verbal content of such announcement.

**42. Non-Profit Organization Special Requirement:** In accordance with the revised OMB Circular A-110, effective February 10, 1987, non-profit organizations shall maintain advances of federal funds in interest bearing accounts. Interest amounts earned on all advances of Federal grant funds up to \$250 per fiscal year may be retained by the recipient for administrative expense. This amount is not per award but from all funds received as a result of Federal programs. Annually remit interest earned (over and above the \$250 per fiscal year) on advances of Federal grant funds to the United States Department of Health and Human Services, Division of Payment Management Services, Post Office Box 6021, Rockville, MD 20852. In order to simplify compliance with this requirement, we suggest that the subgrantee have a separate bank account for funds received under this grant.

**43. Victims' Compensation Benefits:** All victims served under VOCA, VAWA or SVAP funded programs must be referred, when appropriate, for Victim's Compensation benefits. VOCA, VAWA or SVAP funds should pay for medical and counseling services only when those services are not payable under Victim's Compensation guidelines and are specifically identified within the grant.

**44. Direct Service Cost:** Only costs which are related to the provision of direct services to crime victims are allowable under VOCA, VAWA or SVAP. Community crime prevention, and legislative advocacy are examples of activities not eligible for VOCA, VAWA or SVAP funding support. (Indirect Cost is strongly discouraged.)

**45. Training:** An eligible subgrantee of crime victim assistance grant funds may only include as a budget item the reasonable cost of staff development for those persons (salaried and volunteer staff) who provide direct services to crime victims. Also included as an allowable cost are the necessary and reasonable travel expenses related to the participation of

direct service staff in eligible training programs. Such costs are, however, permitted only within the state or a comparable geographic region. Approval is provided on a case by case basis, requiring prior written approval from the SFA. All SVAP grant funded personnel must attend a minimum of one (1) training directly related to Violence Against Women issues during the grant period. All conferences/trainings must receive prior written approval from the SVAP Program Coordinator. A written summary of the trainings attended must be submitted within one month from the date of the training.

## VICTIMS OF CRIME ACT GRANT TERMS AND CONDITIONS

**46. Eligibility Requirements:** The subgrantee must demonstrate a record of providing effective direct services to crime victims. This includes having the support and approval of the subgrantee's services by the community, a history of providing direct services in a cost-effective manner, and have substantial financial support from non-federal sources. In order to ensure financial stability. In order to be eligible to receive VAWA funds, the subgrantee must be able to document that at least 25% of its financial support comes from non-federal sources.

**47. Fiscal Regulations:** The fiscal administration of grants shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by the SFA Guidelines or "Special Conditions" placed on the grant award.

**48. Compliance Agreement:** The subgrantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by the SFA. Failure to comply could result in a "Stop Payment" being placed on the grant.

**49. Suspension or Termination of Funding:** The SFA may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a subgrantee for any of the following reasons:

- a. Failure to comply substantially with the requirements or statutory objectives of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; Block Grants Program Guidelines issued thereunder, or other provisions of Federal Law.
- b. Failure to adhere to the requirements, standard conditions, or special conditions.
- c. Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
- d. Failure to submit reports.
- e. Filing a false certification in this application or other reports or documents.
- f. Other good cause shown.

## VICTIMS OF CRIME ACT GRANT CERTIFICATIONS

### CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed when the State Funding Agency (SFA) determines to award the covered transaction, grant or cooperative agreement

#### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented by the applicable CFR, for persons entering into a grant or cooperative agreement over \$100,000, as defined by the applicable CFR, the applicant certifies that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -- LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (SUB-RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in primary covered transactions, as defined in the applicable CFR --

A. The applicant certifies that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A(2) of this certification; and
- (4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

## VICTIMS OF CRIME ACT GRANT CERTIFICATIONS

### 3. A. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) -- APPLICABLE TO GRANTEES RECEIVING \$50,000 OR MORE AND ALL STATE AGENCIES REGARDLESS OF GRANT AMOUNT.

As required by the S.C. Drug-Free Workplace Act #593 of 1990 and the Federal Drug-Free Workplace Act of 1988 and implemented under the applicable CFR for grantees --

The applicant certifies that it will or will continue to provide a drug-free workplace by:

(1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(2) Establishing an on-going drug-free awareness program to inform employees about --

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation and employee assistance programs, and

(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);

(4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will --

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(5) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (4)(b), from an employee or otherwise receiving actual notice of such conviction. Employers or convicted employees must provide notice, including position title, to the State Funding Agency. Notice shall include the identification number(s) of each affected grant;

(6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted --

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

**B. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) --APPLICABLE TO GRANTEES RECEIVING \$50,000 OR MORE.**

As required by the S.C. Drug-Free Workplace Act #593 of 1990 and the Federal Drug-Free Workplace of 1988, and implemented under the applicable CFR for grantees --

A. As a condition of the grant I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to the State Funding Agency.

**VICTIMS OF CRIME ACT GRANT CERTIFICATIONS**

GRANT NO. 1V16058

**CERTIFICATION BY PROJECT DIRECTOR \***

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

(Please use the distinct  
name fields below) Name:

Prefix: Ms.

First Name: Catrice

Middle Name:

Last Name: Smalls

Suffix:

Title: Victim Advocate

Agency: Charleston Police Department

Mailing Address 180 Lockwood Drive

City: Charleston

State: South Carolina

10 Digit Zip: 29403-5152

Phone Number: 843-720-2425

Fax Number: 843-579-7518

E-Mail Address: catrices@charleston-sc.gov

Signature:

Bonded: Yes

**CERTIFICATION BY FINANCIAL OFFICER \***

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Financial Officer as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

(Please use the distinct  
name fields below) Name:

Prefix: Ms.

First Name: Amy

Middle Name: K.

Last Name: Wharton

Suffix:

Title:

Chief Financial Officer

Agency: City of Charleston

Mailing Address 116 Meeting Street

City: Charleston

State: South Carolina

10 Digit Zip: 29401-2901

Phone Number: 843-579-7596

Fax Number: 843-720-3901

E-Mail Address: whartona@charleston-sc.gov

Signature:

Bonded: **Yes**



**VICTIMS OF CRIME ACT GRANT CERTIFICATIONS**

GRANT NO. 1V16058

**CERTIFICATION BY OFFICIAL AUTHORIZED TO SIGN \***

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

The Omnibus Appropriations Act of 1996 requires that subgrantees provide assurance that subgrant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for law enforcement and/or criminal justice activities. In compliance with that mandate, I certify that the receipt of federal funds through the State Funding Agency shall in no way supplant or replace state or local funds or other resources that would have been made available for law enforcement and/or criminal justice activities.

(Please use the distinct  
name fields below) Name:

John

Prefix: The Honorable

First Name: John

Middle Name: J.

Last Name: Tecklenburg

Suffix:

Title: Mayor

Agency: City of Charleston

Mailing Address 80 Broad Street

City: Charleston

State: South Carolina

10 Digit Zip: 29401-2901

Phone Number: 843-724-3739

Fax Number: 843-720-3827

E-Mail Address: tecklenburgj@charleston-sc.gov

Signature:

Bonded: Yes

**\* NOTE:** THE PROJECT DIRECTOR, FINANCIAL OFFICER AND OFFICIAL AUTHORIZED TO SIGN CANNOT BE THE SAME PERSON. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT SFA APPROVAL.

**VICTIMS OF CRIME ACT GRANT CERTIFICATIONS****CHECK LIST**

THE FOLLOWING IS A CHECKLIST FOR THE ORGANIZATION SUBMITTING THE PROPOSAL.

- ☐ Proposal addresses priority areas as established by guidelines.
- ☐ Documentation is included that existing program provides effective services and has adequate financial support.
- ☐ Documentation is included that project utilizes volunteers, and states approximate number of volunteers currently working.
- ☐ Documentation clearly outlines significant involvement in coordinating services with all other applicable victim organizations.
- ☐ Documentation is included that illustrates the organization assists victims in seeking victim compensation benefits.
- ☐ All appropriate signatures for the proposal have been obtained. Each of the three different official people have listed three different addresses and emails.
- ☐ **Proposal is received by 5:00 pm by due date.**
- ☐ Proposal outlines that an evaluation of victims' needs in a particular community has been or will be conducted.
- ☐ Letter from Board Chairman is included, if private non-profit.
- ☐ Organizational Chart is included.
- ☐ IRS written certification is included.
- ☐ Terms and Conditions pages have been read.
- ☐ Objectives state who, will do what, by when and also state the approximate number of victims and/or trainees who will receive services through this project.
- ☐ Statements made in "Problem Definition" section are documented with current, valid, statistical data, outlining the source/date of the information provided.
- ☐ "Source of Income" page is complete with all requested information, showing total agency income and budget, including, but not limited to, victim assistance funding.
- ☐ Job description(s) for staff/volunteer(s) who will be funded by this project, or a job description of the person using the equipment purchased by this project (if this is an equipment-only grant), is included in the proposal.
- ☐ Continuation Proposal contains documentation that efforts have been made to obtain permanent funding.

## REQUEST FOR GRANT EXTENSION AND/OR REVISION

Date:

SUBGRANTEE :

GRANT TITLE :

### Type of Request:

☐ Programmatic Revision

☐ Budget Revision:

### ☐ 1. REQUEST FOR EXTENSION

Last Approved Grant Period:

Begin Date:

End Date:

Proposed Grant Period:

Begin Date:

End Date:

#### Section 1a.

### JUSTIFICATION FOR PROPOSED EXTENSION:

### ☐ 2. REQUEST FOR BUDGET AND/OR PROGRAMMATIC REVISION

Specific Area(s) to be revised	Current Approved Federal Amount	Requested Amount	Difference	
			(+)	(-)
Personnel	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Contractual Services	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Travel	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Equipment	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Other	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	
Total	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	

### JUSTIFICATION FOR THE REQUESTED REVISION:

PAGE NUMBER(S) OF REVISED  
GRANT PAGES:

### 3. SUBGRANTEE GRANT OFFICIAL:

Print Name:

Signature:

(Signature not required for Electronic Submissions)

### FOR STATE FUNDING AGENCY ONLY:

Senior Accountant

Date

Initial

Program Coordinator

Date

Initial

Availability of Funds:

Date

Initial

Comments: